

**TOWNSHIP TRUSTEES' BULLETIN
and Uniform Compliance Guidelines**

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May 1993

ITEMS TO REMEMBER

JUNE

- | | |
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| June | 1: On or before this date, certify to County Treasurer a list of the name and addresses of all persons who have money due them. (IC 6-1.1-22-14) |
| June | 5: On or about the fifth day of each month the trustee shall file with the secretary of the Township Board of Finance a verified statement which shall reconcile, as of the last day of the preceding month, the balance of public funds as disclosed by his or her records with the statement of the balance made by the depositories. IC 5-13-6-1. |
| June | 20: If School Township has become a part of a school corporation organized under Chapter 202, Acts 1959, as amended, and if the reorganized school unit is obligated for civil aid bond retirement, Trustee will receive from the school corporation an amount of money sufficient to pay civil aid bonds and coupons coming due July 1, 1993. (IC 20-4-1-35) |

JULY

- | | |
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| July | 4: Independence Day - Legal Holiday (IC 1-1-9-1) |
| July | 5: On or before the fifth day of each month the trustee shall file with the secretary of the Township Board of Finance a verified statement which shall reconcile, as of the last day of the preceding month, the balance of public funds as disclosed by his or her records with the statement of the balance made by the depositories, IC 5-13-6-1. |
| July | 12: Dog Tax Distribution by Auditor of State - on or before this date the County Auditor makes distribution to townships having reported unpaid claims. (Second Monday in July) (IC 15-5-9-11) |
| July | 15: Last day to make pension report and payment for first quarter by townships participating in PERF. |

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July 31: Last day to file quarterly report, Form 941, to the Internal Revenue Service for federal and social security taxes for the second quarter of 1993.

Last day to make report for second quarter of 1993 to the Indiana Employment Security Division.

AUGUST

NOTE: The Township Board should set the salaries of township officials and employees except assessing officials and employees, in conjunction with the preparation and completion of the township budget. (Use Township Form 17)

Aug. 2: On the first Monday of each August the Trustee shall post, in a conspicuous place near his office, a verified statement showing the indebtedness of the township in detail and giving the number and total amount of outstanding orders, warrants and accounts. (IC 36-6-4-10)

Aug. 5: On or before the fifth day of each month the trustee shall file with the secretary of the Township Board of Finance a verified statement which shall reconcile, as of the last day of the preceding month, the balance of public funds as disclosed by his or her records with the statement of the balance made by the depositories, IC 5-13-6-1.

Aug. 14: Last day for first publication of Township Budget (10 days prior to the public hearing). (IC 6-1.1-17-3)

Aug. 21: Last day for second publication of Township Budgets (7 days after the first publication). (IC 5-3-1-2)

Aug. 24: Public hearing on proposed budget (at least 7 days prior to the adoption of the budget). (IC 6-1.1-17-5)

Aug. 31: Meeting of Township Board to make appropriations for 1993 and to fix tax levies. (Last Tuesday in August) (IC 6-1.1-17-5)

LEASE PURCHASE AGREEMENTS

Please note the Article in the "Township Trustees' Bulletin", Volume 207, concerning "Lease Purchase Agreements", would also pertain to fire trucks and similar equipment.

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FINANCIAL ASSISTANCE TO ENTITIES

Effective September 1, 1986, the State Board of Accounts, or its designee is responsible for the examination of the records and accounts of entities receiving financial assistance from governmental sources.

Entities are defined as providers of goods, services, or other benefits that are maintained in whole or in part at public expense; or supported in whole or in part by appropriations or public funds, or by taxation. The definition does not include the State or Municipalities but does include for-profit and not-for-profit corporations, and unincorporated associations and organizations. Financial assistance is defined as payments to entities in the form of grants, subsidies, contributions, aid, etc.

Beginning September 1, 1986, all contracts involving financial assistance between governmental units and entities must permit the examination and require reports as prescribed by IC 5-11-1.

The examination of an entity receiving public funds will be limited to matters relevant to the use of the money if the financial assistance received is less than 25% of the disbursements of the entity. The entire entity is subject to examination if the assistance received is greater than 25%. An examination of an entity organized as a not-for-profit corporation which derives less than 25% (or at least 25% but less than \$25,000) of its disbursements from public funds may be waived by the State Examiner.

Our examinations of qualifying entities commenced with their year ending 12-31-86 or thereafter. The entity will be charged the actual cost of the examination.

This information is significant to townships entering into any contractual agreements with not-for-profit corporations (e.g. fire protection contracts with volunteer fire departments). Contracts that provide for a flat amount of assistance would subject the volunteer fire department to examination. An examination would not be required if the contract provides for reimbursement by the township on a "per unit run" basis, claims for payment are submitted by the volunteer fire department after the service is performed (with sufficient documentation to evidence the units of service provided), and the total amount provided during the contract period is not subject to adjustment due to variances between a recipient's estimated and actual cost of providing the service.

CANCELLATION OF CHECKS

IC 5-11-10.5 provides that all checks drawn upon public funds of a political subdivision that are outstanding and unpaid for two or more years as of December 31 of each year shall be declared canceled.

Not later than March 1 of each year, the township trustee shall prepare a list in duplicate showing: The date of issue of each check; the fund upon which the check was originally drawn; the name of the

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CANCELLATION OF CHECKS

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payee, the amount of each check and the total amount represented by the checks listed for such fund. The original copy of such list shall be filed with the local board of finance and the duplicate copy filed with the trustee.

The amounts of such checks shall be receipted into the fund or funds from which originally drawn by writing an official receipt or receipts therefore. If the fund from which the check was drawn is not now in existence or cannot be ascertained, the amount of such check shall be receipted into the township fund. Upon issuing the receipt or receipts the checks shall then be removed from the trustee's list of outstanding checks.

The act also provides for issuance of another check to replace a cancelled check, if a claim is properly filed within a reasonable time (seven years) after the issue date of the original check. Such check is to be drawn upon the fund to which the cancelled check was receipted. No appropriation is required.